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N20CD2  
7 Nov 02

From: Director, Civilian Intelligence Personnel Office

Subj: SELECTION CERTIFICATES

Ref: (a) CIPPO Instruction 12271.1; Navy Civilian  
Intelligence Personnel Management System  
Procedure Manual

1. During the past several months, my staff has been reviewing our recruitment methods and timelines for filling Department of the Navy (DON) Civilian Intelligence Personnel System vacancies. The results of our review indicate we have seen a continuous improvement in the average processing time for recruitment actions; however, we do have a concern with the high percentage of selection certificates that are not returned by selecting officials within the required timeframes.

2. Following reference (a), selecting officials are required to return selection certificates to the Civilian Intelligence Personnel Office (CIPPO) within 30 days. In extenuating circumstances, the selecting official may request an extension from their CIPPO Human Resources (HR) Specialist. This policy was put into place to ensure that we are consistent with Department of Defense Priority Placement Program (PPP) policy and procedures.

3. Under current PPP procedures, HR specialists are required to submit a PPP requisition when a recruitment action is initiated. Once a selection certificate is issued the PPP requisition is closed. No further PPP clearance is required during the 30-day life of the selection certificate. If a selection is not made within 30 days, the HR specialist must submit a new PPP requisition and the selecting official will be subjected to possible PPP candidates being referred.

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4. To ensure the Naval Intelligence Community is in compliance with PPP, the following procedures will be effective immediately:

a. Selection certificates over 30 days old will be cancelled unless an extension has been requested and approved.

b. When extenuating circumstances exist, selecting officials may request a one-time 30-day extension from their CIPO HR Specialist. To request an extension, they must contact their HR Specialist three working days prior to the expiration date of the certificate and provide a valid business reason for the extension. The HR Specialist will then approve/disapprove the extension in writing.

5. My office will work closely with your personnel liaisons in implementing these new procedures. If you have questions or recommendations for improving our recruitment strategies, please contact Ms. Sharon Wilmoth at (301) 669-5870 (DSN 659). Your continued support is appreciated.

/S/

CHRISTINE S. ROBERTS

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